

**The section behind Tab 1 contains:**

**Tab 1**

A **letter** on the school's letterhead with—

- ◆ the school's OPE ID number;
- ◆ a statement indicating that the school is submitting erroneous data allegations;
- ◆ a reference to the applicable cohort default rate;
- ◆ the signature of the school's President/CEO/Owner, followed by a signature block providing the signer's name and job title;

AND

- ◆ a notation that a copy of the letter and spreadsheet will be sent to the Department's Default Management Division at the address shown on page 171.



Schools only need to send a copy of the letter and spreadsheet to the Department's Default Management Division. It is not necessary to send copies of the loan record detail report or supporting documentation to the Department's Default Management Division at this time.

Schools should refer to the Sample Erroneous Data Allegations LETTER, on page 178.

**The section behind Tab 2 contains:**

**Tab 2**

A **spreadsheet** of all of the school's alleged errors in the official cohort default rate.

Schools should refer to the Sample Erroneous Data Allegations SPREADSHEET and SPREADSHEET INSTRUCTIONS on pages 177 and 176, respectively, to assist in creating the list.

**The section behind Tab 3 contains:**

**Tab 3**

Copies of the relevant pages of the draft and official **loan record detail report**.

Schools should refer to page 162 for information on which pages are considered relevant pages of the draft and official loan record detail report(s) and the Sample LOAN RECORD DETAIL REPORTS on page 175.

**The section behind Tab 4 contains:**

**Tab 4**

**Supporting documentation** to support the school's list of alleged errors.

Schools should refer to pages 162 and 163 for information on what is considered relevant supporting documentation and the Sample SUPPORTING DOCUMENTATION on page 179.